



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**THE DEPUTY CHIEF OF STAFF, PERSONNEL**  
**UNIT 29351**  
**APO AE 09014**

AEAGA-CE (690-330)

10 August 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Managers' Recruitment Guide

1. Reference, Child and Youth Services Managers' Recruitment Guide, 30 Jun 99, (enclosed).
2. A Child and Youth Services (CYS) Managers' Recruitment Guide is provided to assist CYS managers in hiring and retaining employees. The guide provides information on how to initiate recruit actions, hiring sources, the application and hiring process and CYS positions. Information in this guide is provided in question and answers (Q&A) format with subject headings for easy reference. The Q&As address issues which CYS managers frequently ask or become involved with during the recruitment process.
3. This guide is designed for use by managers as general information only. Managers with specific, detailed technical questions on individual hiring actions are advised to contact their Civilian Personnel Advisory Center (CPAC) for assistance. Instead of using this managers' guide as a source of technical information, personnel specialists must refer to the 5 CFR Code of Federal Regulations, Department of Defense, Department of the Army and USAREUR, Civilian Personnel Directorate guidance as references to make technical decisions.
4. Request wide distribution of this guide to CYS Managers for use in hiring and retention processes.
5. HQUSAREUR/7A POC is Ms. Lou Smith, Policy Management Division, 370-3153.

Encl

/signed/  
PATRICIA P. HICKERSON  
Major General, USA  
Deputy Chief of Staff, Personnel

DISTRIBUTION:

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SUBJECT: Child and Youth Services (CYS) Managers' Recruitment Guide

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Director, Civilian Personnel Operations Center, Unit 29150, APO AE 09100

100<sup>th</sup> Area Support Group, Unit 28130, APO AE 09114, DCA, ATTN: C, FSD/CYS

222<sup>nd</sup> Base Support Battalion, Unit 23746, APO AE 09034, DCA, ATTN: C, FSD/CYS

235<sup>th</sup> Base Support Battalion, Unit 28614, APO AE 09177, DCA, ATTN: C, FSD/CYS

284<sup>th</sup> Base Support Battalion, Unit 20911, APO AE 09169, DCA, ATTN: C, FSD/CYS

293<sup>rd</sup> Base Support Battalion, Unit 29901, APO AE 09086, DCA, ATTN: C, FSD/CYS

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417<sup>th</sup> Base Support Battalion, Unit 26137, APO AE 09031, DCA, ATTN: C, FSD/CYS

98<sup>th</sup> Area Support Group, Unit 26622, APO AE 09244, DCA, ATTN: C, FSD/CYS

104<sup>th</sup> Area Support Group, Unit 20193, Box 0001, APO AE 09165, DCA, ATTN: C, FSD/CYS

22<sup>nd</sup> Area Support Group, Unit 31401, APO AE 09630, DCA, ATTN: C, FSD/CYS

254<sup>th</sup> Base Support Battalion, Unit 21602, APO AE 09703, DCA, ATTN: C, FSD/CYS

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415<sup>th</sup> Base Support Battalion, Unit 23152, APO AE 09227, DCA, ATTN: C, FSD/CYS

80<sup>th</sup> Area Support Group, CMR 451, APO AE 09708, DCA, ATTN: C, FSD/CYS